



City of Torrance, Community Development Department

3031 Torrance Blvd., Torrance, CA 90503, Phone (310) 618-5990 Email CDDinfo@TorranceCA.gov

Short Term Rental Permit Application

Pursuant to Article 43, Chapter 2, Division 9 of the Torrance Municipal Code (TMC)

FILING FEE

The filing fee is \$278.00. Make checks payable to "City of Torrance."

BUSINESS LICENSE AND UNIFORM OCCUPANCY TAX

For approval of a Short Term Rental Permit, a business license application must be filed with the [City of Torrance Business License Division](#). The permit holder of the Short Term Rental Permit must also remit Uniform Occupancy Tax to the [City of Torrance Revenue Division](#). For additional information and requirements, please contact the Business License Division at (310) 618-5828 and the Revenue Division at (310) 618-5830.

APPLICABILITY AND PERMISSIBLE USE

A Short Term Rental Permit is required for any short term rental advertised, operated, or located in the City of Torrance. Short term rentals are permitted in residences located within commercial zones listed in TMC Section 92.43.020(a). Short term rentals solely operated as a home share with a host living onsite are permitted in residences located within residential zones listed in TMC Section 92.43.020(b).

STANDARDS AND REQUIREMENTS

The Short Term Rental must comply with the standards and requirements listed in [TMC Section 92.43.040](#). (Attached to Application)

APPLICATION REQUIREMENTS

The following items must be submitted with the application form at the time of filing:

- Business License Application Number:** Business license application number issued from the City of Torrance Business License Division.
- Proof of Identification and Residency:** Proof of identification and residency showing the property owner and/or host. Acceptable forms of proof include: copy of a current utility bill, cable bill, phone bill, and credit card bill or bank statement showing current residential address. Leases, rental agreements, or personal identifications (IDs) may not be accepted as proof.
- Informed Consent from Property Owner:** Informed consent from the property owner or owner's agent acknowledging responsibility and compliance with the provisions of this Article and allowance to proceed with the filing of said application and use, if approved. (See Page 2)
- Notification to Property Owner:** If the host is not the property owner, written proof that the host has provided a thirty (30) days' written notice to the owner of the property or owner's agent to the commencement of the short term rental.
- Verification of Permissible Use:** Statement from the property owner or owner's agent attesting that short term rentals are not prohibited by any rental agreement or covenants, conditions and restrictions (CC&Rs) applicable to the property. (See Page 2)
- Indemnification and Hold Harmless:** The property owner or host shall sign an indemnification and hold harmless agreement. (See Page 2)
- Proof of Liability Insurance:** Proof of liability insurance in an amount not less than one million dollars per occurrence.
- Plot Plan and Floor Plan:** Plot plan drawn to scale of the property indicating all site improvements, the type of dwelling unit, the location of, and access to, guest bedrooms and bathrooms, identifying living areas and the type of accommodations for guest sleeping, and the guest parking space.
- Posted Signage and Available Notifications:** Photographs of visible fire and safety signage on the premises, including emergency contact numbers, the location of emergency shut off valves, fire extinguishers, extra batteries for smoke, noise, or carbon monoxide detection devices that must always remain active, escape or emergency rest in place procedures and evacuation routes in case of a fire or other natural disaster or emergency.

PERMIT ISSUANCE

If all requirements of this Article are satisfied, the Community Development Director shall issue a planning administrative action within sixty (60) calendar days of the filing of the application. If a permit is not issued, the Community Development Director will notify the applicant in writing. The notice will set forth the Community Development Director's reasons for denial and the procedures for an appeal of the Community Development Director's determination.

PERMIT REVOCATION

Pursuant to [TMC Section 92.43.070](#), the Community Development Director may revoke a planning administrative action upon notice and hearing for any violation of this Article.



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Short Term Rental Permit Application

(STP _____ - _____)

APPLICANT INFORMATION

BUSINESS LICENSE APPLICATION NO. _____

TYPE OF SHORT TERM RENTAL (CHECK ONE)

HOSTED NOT HOSTED

TYPE OF RESIDENCE (CHECK ONE)

SINGLE-FAMILY MULTI-FAMILY

ZONING (CHECK ONE)

RESIDENTIAL COMMERCIAL

STREET ADDRESS OF SHORT TERM RENTAL _____

CITY _____

STATE _____

ZIP CODE _____

ZONE _____

NAME OF PROPERTY OWNER _____

EMERGENCY TELEPHONE NUMBER _____

EMAIL ADDRESS _____

STREET ADDRESS (IF DIFFERENT ABOVE) _____

CITY (IF DIFFERENT ABOVE) _____

STATE _____

ZIP CODE _____

NAME OF HOST (IF NOT PROPERTY OWNER) _____

EMERGENCY TELEPHONE NUMBER _____

EMAIL ADDRESS _____

NAME OF HOSTING PLATFORM _____

TELEPHONE NUMBER _____

WEBSITE ADDRESS _____

PROPERTY OWNER MUST COMPLETE SECTION BELOW

VERIFICATION OF PERMISSIBLE USE.

I/WE (NAME OF PROPERTY OWNER) _____ declare under penalty of perjury under the laws of the State of California that short term rentals are not prohibited by a rental agreement and/or any other covenant, conditions and restrictions (CC&R's) applicable to (PROPERTY ADDRESS) _____ .

Initials _____

INDEMNIFICATION AND HOLD HARMLESS.

I/WE (NAME OF PROPERTY OWNER) _____ agree to indemnify, save, protect, hold harmless, and defend the CITY, the Successor Agency to the Former Redevelopment Agency of the City of Torrance, the City Council, each member thereof present and future, members of boards and commissions, their officers, agents, employees and volunteers (collectively "City Affiliates") from any and all claims, demands, damages, fines, obligations, suits, judgements, penalties, causes of action, losses, liabilities, or costs at any time received, incurred, or accrued as a result of, or arising out of the property owner's or host's actions or inaction in the operation, occupancy, use, and/or maintenance of the short term rental at (PROPERTY ADDRESS) _____ .

Initials _____

INFORMED CONSENT FROM PROPERTY OWNER.

I/WE (NAME OF PROPERTY OWNER) _____ acknowledge responsibility to comply with all state, federal, and local laws including the provisions of Article 43, Chapter 2, Division 9 of the Torrance Municipal Code with respect to the subject property. I/WE hereby agree with the filing of this application and use of a short term rental at (PROPERTY ADDRESS) _____ .

Initials _____



SIGNATURE OF PROPERTY OWNER _____ DATE _____

STAFF CHECKLIST

The following items have been submitted with the application:

- Business License Application Number: Business license application number issued from the City of Torrance Business License Division.
Verification of Permissible Use: Completed on Page 1 or submitted separately.
Indemnification and Hold Harmless: Completed on Page 1 or submitted separately.
Informed Consent from Property Owner: Completed on Page 1 or submitted separately.
Notification to Property Owner: If the host is not the property owner, written proof that the host has provided a thirty (30) days' written notice to the owner of the property or owner's agent to the commencement of the short term rental.
Proof of Identification and Residency: Proof of identification and residency showing the property owner and/or host.
Proof of Liability Insurance: Proof of liability insurance in an amount not less than one million dollars per occurrence.
Plot Plan and Floor Plan: Plot plan drawn to scale of the property indicating all site improvements, the type of dwelling unit, the location of, and access to, guest bedrooms and bathrooms, identifying living areas and the type of accommodations for guest sleeping, and the guest parking space.
Posted Signage and Available Notifications: Photographs of visible fire and safety signage on the premises, including emergency contact numbers, the location of emergency shut off valves, fire extinguishers, extra batteries for smoke, noise, or carbon monoxide detection devices that must always remain active, escape or emergency rest in place procedures and evacuation routes in case of a fire or other natural disaster or emergency.

STAFF ASSESSMENT AND RECOMMENDATION

- The applicant has satisfied all the standards and requirements of the Short Term Rental Permit. Therefore, staff recommends APPROVAL of the Short Term Rental Permit subject to the standards and requirements listed in TMC Section 92.43.040.
The application does not meet the standards and requirements for issuance of a Short Term Rental Permit and therefore staff recommends DENIAL. The following standards/requirements were not met:

ASSESSMENT MADE BY:

NAME TITLE

RECOMMENDED BY:

NAME TITLE

COMMUNITY DEVELOPMENT DIRECTOR DECISION

THE REQUEST FOR SHORT TERM RENTAL PERMIT IS:

APPROVED DENIED SHORT TERM RENTAL PERMIT NUMBER:

MICHELLE G. RAMIREZ
COMMUNITY DEVELOPMENT DIRECTOR

DATE

APPEAL PROCESS

Pursuant to TMC Section 92.30.11, the determination of the Community Development Director may be appealed to the Planning Commission by the proponent or any person who may be damaged by said determination. Such appeal will be made in writing to the City Clerk within fifteen (15) calendar days of the determination of the Community Development Director. Notice of the time and place of the appeal hearing will be made to the proponent and any person appealing.

92.43.010 DEFINITIONS.

- a) "Advertisement" means any printed, lettered, or electronic announcement, whether in a magazine, newspaper, handbill, notice, display, billboard, poster, internet website, internet or social media application, or any other form.
- b) "Home share" or "home sharing" means an activity whereby a host provides lodging for guests in their residence while the host lives on site, as an incidental use of the residence, for the duration of each short term rental period.
- c) "Host" means the property owner or person engaged in home sharing and whose residence is being advertised and operated as a short term rental.
- d) "Hosting platform" shall be defined as a marketplace in whatever form or format which facilitates the short term rental, through advertisement, match-making or any other means, using any medium of facilitation, and from which the operator of the hosting platform derives revenues, including booking fees or advertising revenues, from providing or maintaining the marketplace.
- e) "Lives on site" means being present in the residence where the home share is being offered, which includes but is not limited to sleeping overnight, preparing and eating meals, entertaining, and engaging in other activities that are typically enjoyed by a person in their residence.
- f) "Rent" shall be defined as any consideration charged, whether or not received, for the occupancy or use of a short term rental valued in money, whether to be received in money, goods, labor, or otherwise.
- g) "Short Term Rental" shall be defined as the rental of any residence, or portion thereof within a legally permitted residential structure which is occupied or intended or designed for occupancy, for a period of thirty consecutive calendar days or less, and that is subject to the Uniform Occupancy Tax (also known as Transient Occupancy Tax or TOT) Chapter 22 of Division 2 of the Torrance Municipal Code.

92.43.020 APPLICABILITY AND PERMISSIBLE USE.

A Planning Administrative Action shall be required for any short term rental advertised, operated, or located in the City.

- a) Commercial Zones. Short term rentals shall be permitted in residences located on lots or parcels of land zoned for short term rental uses within the C-1, C-2, C-3, C-4, C-5, C-R, and R-P zones, within the commercial sector of the Downtown Torrance District, and within the H-NT, H-PR, H-MP, H-PCH, and H-W sub-districts of the Hawthorne Boulevard Corridor Specific Plan zone, with the approval of a planning administrative action, for requests that involve improvements and minor additions of less than one thousand (1,000) square feet, subject to the development standards set forth in Section [92.43.4](#). Short term rentals involving new construction, enlargement, or significant remodeling, as defined by Chapter 31 of Division 2, shall require approval of a conditional use permit in accordance with Chapter 5 of Division 9.
- b) Residential Zones. Short term rentals solely operated as a home share shall be permitted in residences located on lots or parcels of land zoned for short term rental uses within the R-1, R-2, R-3, R-R-3, R-4, R-5, R-3-3, R-TH, R-MF, R-P and P-D zones, within the residential sector of the Downtown Torrance District, and within the H-NT, H-PR, H-MP, H-PCH, and H-W sub-districts of the Hawthorne Boulevard Corridor Specific Plan zone, with the approval of a planning administrative action, for requests that involve improvements and minor additions of less than one thousand (1,000) square feet, subject to the development standards set forth in Section [92.43.4](#). Short term rentals involving new construction, enlargement, or significant remodeling, as defined by Chapter 31 of Division 2, shall require approval of a conditional use permit in accordance with Chapter 5 of Division 9.

92.43.030 APPLICATION REQUIREMENTS.

An application for the appropriate level of review of a proposed short term rental shall be filed with the Community Development Director on a form designated by the Community Development Director with the applicable fee. The form must be fully completed and executed and returned to the Community Development Department. The application shall include the following:

- a) Complete property owner information of the property being advertised and operated for short term rental use including name, primary contact, address, telephone number, and email address;
- b) If the host is not the property owner, complete information of the person(s) engaging in short term rental use including name, primary contact, address, telephone number, and email address;
- c) Proof of identification and residency showing the property owner and operator. Acceptable forms of proof include: copy of a current utility bill, cable bill, phone bill, credit card bill or bank statement showing current Torrance residential address. Leases, rental agreements, or personal identifications (IDs) may not be accepted as proof;
- d) Informed consent from the property owner or owner's agent acknowledging responsibility and compliance with the provisions of this Article and allowance to proceed with the filing of said application and use, if approved;
- e) If the host is not the property owner, written proof that the host has provided a thirty (30) days' written notice to the owner of the property or owner's agent to the commencement of the short term rental;
- f) Statement from the property owner or owner's agent attesting that short term rentals are not prohibited by any rental agreement or covenants, conditions and restrictions (CC&Rs) applicable to the property;
- g) Name and telephone number of the hosting platform(s) which may share or profit from advertisement or operation of the short term rental;

- h) Plot plan drawn to scale of the property indicating all site improvements, the type of dwelling unit, the location of, and access to, guest bedrooms and bathrooms, identifying living areas and the type of accommodations for guest sleeping, and the required off street guest parking spaces;
- i) Proof of liability insurance in an amount not less than one million dollars per occurrence.
- j) The property owner or host shall sign an indemnification and hold harmless agreement in a form approved by the City, agreeing to indemnify, save, protect, hold harmless, and defend the CITY, the Successor Agency to the Former Redevelopment Agency of the City of Torrance, the City Council, each member thereof present and future, members of boards and commissions, their officers, agents, employees and volunteers (collectively "City Affiliates") from any and all claims, demands, damages, fines, obligations, suits, judgements, penalties, causes of action, losses, liabilities, or costs at any time received, incurred, or accrued as a result of, or arising out of the property owner's or host's actions or inaction in the operation, occupancy, use, and/or maintenance of the short term rental.

92.43.040 STANDARDS AND REQUIREMENTS.

It is the intent and design of this Article that short term rentals be considered a residential use of property and therefore not alter either the residential character or the appearance of the residence or the neighborhood in which the residence is located, and to regulate and prevent an increase of negative secondary impacts such as noise, traffic, parking demand, and increased demand for City services. To that end, short term rentals must be conducted in accordance with the following requirements and conditions:

- a) The short term rental must be conducted within a residence on property located in a zoning district that permits short term rentals.
- b) The residence for where the short term rental is being conducted must comply with all required development standards for the zoning district in which it is located for those that require expansion, enlargement, or construction, and must comply with all provisions of the California Building Code and the Torrance Municipal Code.
- c) The host of the short term rental must obtain and maintain a current business license from the City.
- d) The host of the short term rental must conform to all administrative requirements, collect all applicable uniform occupancy tax (also known as transient occupancy tax or TOT), and remit the same to the City on a regular payment schedule in accordance with Chapter 22 of Division 2. The host must disclose to the Finance Department on a regular basis and upon request each short term rental period, reservation, booking, or stay by guests, the length of stay for each rental period, and the rent paid for each rental period.
- e) Short term rental located within a multifamily residence:
 - 1) Only one unit per every thirty residential units within a multifamily residence shall be allowed to operate as a short term rental per lot or parcel of land located in a commercial or residential zone.
 - 2) In the Torrance Coastal Overlay, within residential zones all residential units located in a multifamily residence shall be allowed to operate as a short term rental, and within commercial zones only one unit per every thirty residential units located in a multifamily residence shall be allowed to operate as a short term rental per lot or parcel of land. Only one (1) short term rental period, reservation, booking, or stay by guests shall be allowed per residence.
- f) Only one (1) short term rental period, reservation, booking, or stay by guests shall be allowed per residence.
- g) A minimum of one off-street parking space shall be provided onsite per short term rental. In addition to the required parking for residential, a driveway area may be utilized for short term rental parking provided that no sidewalk or public right-of-way is obstructed and that an unenclosed parking space is provided, measuring a minimum ten feet wide by twenty feet in length, clear and unobstructed.
- h) The short term rental may not physically advertise nor display signage in any area that is visible from the exterior of the dwelling unit where the short term rental is being conducted. This includes front setbacks, common interior areas, courtyards, and parking areas.
- i) Advertisements that are displayed in any media, including telephone directories and hosting platforms, are not to give the street address of the short term rental – although a general location for the purposes of identification is permissible.
- j) Advertisements that are displayed in any media, including telephone directories and hosting platforms, must display the permit number of the short term rental business license issued by the City for identification purposes and verification of registration.
- k) The short term rental must be in conformance with the City Municipal Collection of Solid Waste Ordinance as codified in Section [43.2.9](#) et seq.
- l) The short term rental must be in conformance with the City Noise Ordinance codified in Section [46.7.1](#) et seq.
- m) The short term rental must comply with quiet hours between the hours of 10:00 p.m. and 7:00 a.m. daily.
- n) The short term rental must be in conformance with the City Property Maintenance Ordinance codified in Section [92.32.1](#) et seq.
- o) The host must provide and maintain visible fire and safety signage on the premises, including emergency contact and non-emergency contact numbers, the location of emergency shut off valves, fire extinguishers, extra batteries for smoke, noise, or carbon monoxide detection devices that must always remain active, escape or emergency rest in place procedures and evacuation routes in case of a fire or other natural disaster or emergency. All posted signage and available notifications must be documented by photograph, photocopy, and/or scan and submitted with the short term rental application.

- p) The host must make the residence available for an inspection by the Community Development Director, or his/her designee, at all reasonable times and without an inspection warrant for the purpose of assuring compliance with the requirements of this Article, the Torrance Municipal Code, and special provisions that may be placed upon the short term rental permit. The short term rental permit may be revoked by the Community Development Director if it can be shown that a nuisance to neighboring property owners or occupants exists or if provisions of the short term rental permit are not complied with.
- q) Short term rentals that violate this Article will be subject to the following penalties:
 - 1) First Violation. The City will issue a written warning to the property owner and/or host in the violation of this Article.
 - 2) Second Violation. The second violation within twelve (12) consecutive months of the date of the written warning for the first violation will subject the property owner and/or host to a fine in the amount of Five Hundred Dollars (\$500.00).
 - 3) Third Violation. The third violation within twelve (12) consecutive months of the date of the written warning for the first violation will subject the property owner and/or host to a second fine in the amount of Two Thousand Five Hundred Dollars (\$2,500.00).
 - 4) Fourth Violation. The fourth violation within twelve (12) consecutive months of the date of the written warning for the first violation will subject the property owner and/or host to the revocation of the short term rental permit and a two (2) year ban on reapplication, with appeal rights to the Planning Commission.
- r) No short term rental may be applied for or permitted on a property for a period of two (2) years after revocation of a short term rental permit.
- s) Violations.
 - 1) Any person who violates any provision of this Article is guilty of a misdemeanor.
 - 2) Any violations of this Article, other applicable sections of the Torrance Municipal Code, and/or conditions of approval may result in civil, criminal and/or administrative enforcement actions, immediate suspension of the short term rental permit, and denial of an application for future short term rental permits by the operator and/or property owner.
- t) That any STR approval shall be issued to a specific operator, and any subsequent change in operator, a new STR approval shall be applied for and secured prior to commencing the STR operation.

92.43.050 PERMIT ISSUANCE.

If all requirements of this Article are satisfied, the Community Development Director shall issue a planning administrative action within sixty (60) calendar days of the filing of the application. If a permit is not issued, the Community Development Director will notify the applicant in writing. The notice will set forth the Community Development Director's reasons for denial and the procedures for an appeal of the Community Development Director's determination.

92.43.060 APPEAL PROCESS.

Pursuant to Section [92.30.11](#), the determination of the Community Development Director may be appealed to the Planning Commission by the proponent or any person who may be damaged by said determination. Such appeal will be made in writing to the City Clerk within fifteen (15) calendar days of the determination of the Community Development Director. Notice of the time and place of the appeal hearing will be made to the proponent and any person appealing.

92.43.070 REVOCATION.

The Community Development Director may revoke a planning administrative action upon notice and hearing for any violation of this Article.

92.43.080 RESERVED FOR FUTURE USE.

This Section is reserved for future use.

92.43.090 UNPERMITTED SHORT TERM RENTAL.

It shall be unlawful and declared a public nuisance for any person to operate, maintain, allow another person to operate or maintain, or fail to cease operation of an unpermitted short term rental. Any person in violation will be subject to civil action and/or criminal prosecution. Each day in which a violation is committed will constitute a new and separate offense. In addition, the operation or maintenance of an unpermitted short term rental may be abated or summarily abated by the City in any manner by this Code or otherwise by law for the abatement of public nuisances. Pursuant to the Government Code Section 38773, all expenses incurred by the City in connection with any action to abate a public nuisance will be chargeable to the persons creating, causing, committing, or maintaining the public nuisance.

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